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COLLEGE

PANTHER

WEEK



Student  
HANDBOOK

AR-486

THE MISSISSIPPI BAPTIST JUNIOR COLLEGE

PANTHER COUNTRY





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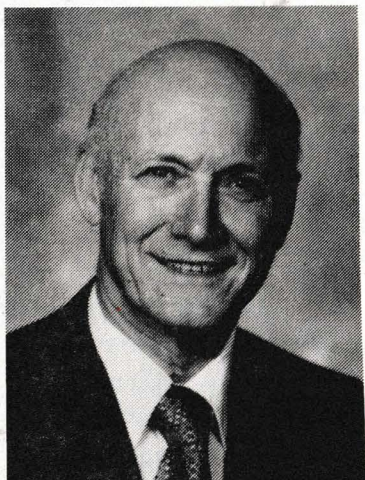


We are glad you have chosen Clarke College for your first two years of experience in higher education. If this choice is based on an appreciation of the plus offered in a Christian school, you will always be grateful that you came this way.

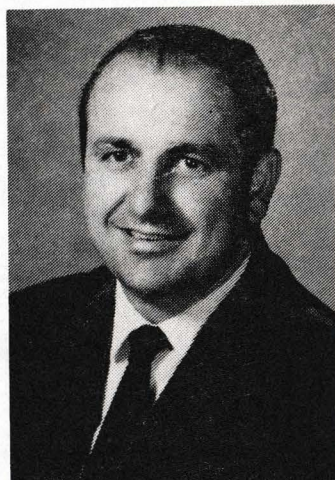
For more than sixty years Clarke has offered students the opportunity of a quality educational program in a definitely Christian environment. Although we live in rapidly changing times this same opportunity is yours today with all its immense values. You will be a part of a select student body and will study under Christian teachers, well informed in their fields, experienced in teaching, and having a genuine personal interest in you and your future. You will find a challenging academic program, enjoyable extra-curricular activities, a friendly spirit and a warm spiritual atmosphere.

As you accept these opportunities we hope you will also feel a sense of responsibility for making your own contribution to the lives of others on the campus and to the enlarging influence of Clarke College.





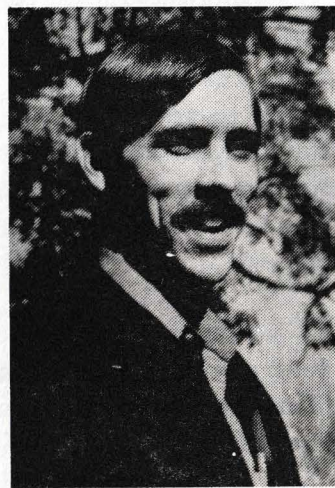
W. L. COMPERE  
President



V. R. VAUGHN  
Academic Dean



J. B. COSTILOW  
BSU Director



LARRY GRESSETT  
Chairman, Student  
Personnel Committee

## STUDENT SERVICES

A variety of services are provided to assist the students of Clarke College with various needs and problems.

### Orientation

New students, upon their arrival on the campus, will be assigned student advisors to acquaint them with the College facilities and schedules.

A get-acquainted party is the first scheduled activity on the campus.

The first orientation program includes:

- a. General information about the College
- b. Courses of study and scheduling
- c. Financial policies
- d. Health services
- e. Religious programs
- f. Social organizations and activities

Faculty Advisors are assigned to each student to assist the student with scheduling courses.

Guidance and Counseling: Whom to see!

1. For academic advising and personal counseling - Academic Dean and faculty advisor
2. For financial counsel - Business Manager



3. Religious activities and counsel - Baptist Student Director and faculty members
4. Health services - College Nurse
5. Student affairs - Chairman, Student Personnel Committee
6. Special problems and counseling - President

Guidance and counseling is available to all students --ask questions--seek the help you need from any member of the faculty, staff or administration.

Housing. Residence Halls are available for single students not living with parents or guardians. Duplex apartments owned by the College and house trailers are available for married students at a moderate cost.

Each dormitory room is equipped with beds, mattresses, study tables, chairs and other items. Students are required to furnish bed linens, towels, study lamps, window curtains and other personal items.

Food Services. The cafeteria is located in the ground floor of the Administrative Center. Food is prepared by Mississippi Valley Food Service.

Each dormitory student is issued an identification card validated for the cafeteria. This card entitles the student to meals in the cafeteria for school days as listed in the College catalog. Serving hours are posted in the cafeteria. Dishes, silverware, or glassware must not be carried out of the cafeteria without permission of the cafeteria manager. The cafeteria manager will assist any student with medical dietary problems.

The rates for board are figured on a non-profit basis on the average number of meals taken during the semester by all boarding students; therefore, no allowance can be made for meals missed.

Meals for non-boarding persons are available at a nominal cost by cash or by meal tickets obtained from the College Business Office. The cafeteria management reserves the right to restrict the serving of non-boarding persons at any time.

Other Concessions. Food concessions are available during certain hours of the afternoon and evening in the Recreation Hall and also from vending machines located in each dormitory.

The campus book store, located adjacent to the Business Office in the Administrative Center, offers the student a wide range of TEXTBOOKS and SUPPLIES. There is a wide selection of dry goods, including jackets, sweaters, and sweatshirts.

Laundry and Dry Cleaning. There are two dry cleaning establishments in the community, as well as two self-service wash and dry establishments.

Mail Services. The College maintains student mail boxes in each Residence Hall for the students' convenience. Two dormitory students are assigned to each box. A key deposit of 50¢ per student is required. Married students living in apartments or trailer will have their mail delivered to their homes by the city mail carrier.

Medical Services. Clarke College operates a clinic which serves both dormitory and day students. A registered nurse is in charge of the clinic each weekday morning and in case of emergency is



available by telephone at other hours. She assists the students in making contact with the local health services and medical doctors. Special prescriptions, hospitalization, or services of a doctor are at the personal expense of the student. The clinic is located in the Science Building.

Financial Aid. The College offers financial assistance to students in several ways--scholarships, loans, student work on campus, and assistance in locating off-campus work. All matters concerning financial aid are under the direction of the Business Manager. Specific information about types of aid available may be obtained from the Business Office.

Other Service Agencies. There are two services to Clarke College students which are provided by two agencies of the Mississippi Baptist Convention. Names of their local representatives and requirements can be obtained from the Business Office.

The Cooperative Missions Department offers an In-Service Guidance Ministry. This ministry utilizes a faculty member to teach a denominational orientation course required of all students receiving the Board of Ministerial Education aid and is recommended for all religious education majors. Within the framework of the denominational orientation course is a monthly report and evaluation sheet completed by an evaluator chosen by the student.

## TRADITIONS AT CLARKE COLLEGE

Church Attendance. By its Christian emphasis the College urges each student to join the local church of his or her choice and to attend services regularly.

Hospitality. Clarke College serves as host to various conferences. The campus facilities are utilized by local churches and denominational agencies throughout the year.

Guest Day. This is a special weekend activity held each semester in October and April. It is an occasion when students invite high school friends to visit and consider attending Clarke when they are ready for college.

Christmas Mission Emphasis. During November and December, emphasis is placed on the foreign mission program of Southern Baptists and many informative programs are given in which scores of students participate. Since high interest mounts to excitement, many of the Christmas parties use this theme, and gifts to missions take the place of the usual gift exchange among students.

Policy of Non-Discrimination. Admission to Clarke College is not denied to any student on the grounds of his race, color or national origin.





## ACADEMIC REGULATIONS

To insure a minimum of confusion concerning class enrolment and attendance, the College has established certain regulations. These are discussed in detail here and in the Clarke College catalog. Each student is expected to read the catalog.

Admission and Registration. Those who expect to attend Clarke College should follow very carefully the steps of securing official admission as outlined in the College catalog. One should keep in mind that official admission is not gained until all requirements have been satisfactorily met. After a student has been officially admitted to Clarke College, he is eligible to register for course work. The days of registration are designated in the College calendar of the catalog. A \$5.00 late registration fee is charged those who fail to complete registration during this specified period of time.

Classification of Students. Students are classified at the beginning of the regular school year or at the time of entrance if the entrance date is other than the beginning of the school year, as follows:

1. Freshmen--Students fully qualified academically for credit as specified in admission requirements who have earned less than 24 semester hours of credit;
2. Sophomores--Students fully qualified for credit who have earned 24 or more semester hours of credit;
3. Special--Credit students, qualified academically for credit but who are not pursuing a fulltime

program; non-credit students, not desiring credit and a limited number of adults admitted to regular classes regardless of previous training.

### College Terminology.

Academic subjects--All subjects in the catalog, except those listed below, that count toward the requirements for graduation.

Non-academic subjects--Choral activities and physical activities are non-academic subjects. However, students do earn semester hours credit for these subjects which may be applied toward graduation if they have earned a total of sixty (60) semester hours of academic credits.

Credit--The value of a course toward graduation is counted in credits of semester hours. A course carries credit according to the hours a student spends in class each week. For example, a course meeting one class hour (fifty minutes) a day for three days per week will carry three semester hours credit. The College usually considers the two-hour laboratory period as equal to one semester hour.

Continuing Education Unit (C. E. U.)--A C. E. U. is defined as ten contact hours of participation in an organized continuing education (adult or extension) experience. A C. E. U. does not count toward graduation.

Course of study--The sequence of courses which a student takes in earning credit in his major field toward graduation.

Core curriculum--The term used to designate courses that must be taken in order to meet requirements for graduation.



Elective--The term used to denote any course which is not required and which the student may select from the subject area of his choice.

Course number--Each subject is given a designated course number. Those numbered 100 through 199 are freshman courses and those numbered 200 and above are sophomore courses. In some cases, with the instructor's permission, 200 courses may be taken by second semester freshmen. However, students are encouraged to maintain a sequence of courses according to their classification.

Quality point average--The quotient of the total quality points, divided by the total semester hours credit attempted.

Computation of quality point average--In computing the quality point average, the letter grades are given the following values: A (4); B (3); C (2); D (1); F (0).

Example:

<u>Subject</u>	<u>Semester Hours</u>	<u>Grade</u>	<u>Quality Points</u>
English	3	B (3)	9
History	3	C (2)	6
Chemistry	4	A (4)	16
Education	3	A (4)	12
	<u>13</u>		<u>43</u>

Quality point average--43 divided by 13 equals 3.38 (approximately).

Quality point average for graduation--The minimum standard set for graduation is a quality point average of 2.00 per hour of work or a C average.

Class Attendance. Students are expected to be present for all meetings of the classes in which they enroll. Absences are subject to the following policies:

1. Allowable absences. To cover necessary absences such as for brief sickness or short-term emergencies, a student is allowed, without penalty, absences in any course up to the number of times the course meets per week. Students are warned, however, that these should be held in reserve and used only in an actual necessity.

2. Beyond this allowable number, the semester grade is reduced one point per 50-minute period for each additional absence up to the number of periods the course meets per week. Beyond this additional number the grade is reduced two points per 50-minute period for each absence.

3. Additional absences beyond the normal allowable number are allowed students who are representing the College in some capacity with the approval of the President or the Dean.

4. In the case of emergencies, such as prolonged illness, the student may make a written appeal to a faculty committee that will decide according to the merits of each case.

5. Students are held responsible for all work missed in any class.

6. Three tardy marks count as one absence.

7. Absences incurred immediately before or after a holiday count as double.

8. A student who has absences in any course equal to four times the number of class periods the course meets per week will be dropped from the course with a grade of "FA."

Examinations. A student who must miss a scheduled examination for reasons beyond his control may, upon approval by the Academic Dean, be given an



alternate examination. A fee of \$1.00 must be paid to the Business Office.

All students' accounts must be satisfactorily settled in the Business Office before final examinations.

Transcripts. Transcripts of credits will be furnished by the Registrar on written request. One official transcript will be furnished without charge. For each additional transcript, there will be a charge of \$1.00. No transcript will be furnished until all accounts have been satisfactorily settled.

Scholastic Dishonesty. Failure to maintain a high standard of honor in scholastic work constitutes scholastic dishonesty. This especially includes plagiarism--appropriating passages from the writing of another and submitting them as one's own in work offered for credit; collusion--working with another in the preparation of written work that is offered for credit, unless such collaboration is authorized in advance; and cheating--giving or receiving, or offering or soliciting information, or the use of prepared material, in an examination or quiz.

Teacher's Failure to Meet Class. In the event any instructor fails to meet class 15 full minutes after the second bell, a student shall obtain a signed list of students present, place his own name at the top of the list, and take it immediately to the Academic Dean's office. This procedure may begin ten minutes after the second bell. After the above stated procedure has been completed the class is officially terminated but may be rescheduled by the Academic Dean.

Students will respect the instructor's announced delay in meeting a particular class hour. Announcements of other official postponements of classes will be placed on the Academic Dean's bulletin board.

Chapel-Assembly Attendance. Chapel and Assembly exercises are a significant part of the College's educational program. In order to assure the student body of adequate opportunity for inspiration, information, and orientation in regard to Christ, the churches, and college and community affairs, there will be a session each week designated as Chapel-Assembly. Normally this meeting will be held from 10:00 to 10:50 each Wednesday morning.

Chapel-Assembly will consist of a general type of meeting, usually one hour per week, or upon special announced dates several one-hour meetings per week. These meetings will be attended by the student body and College personnel. Chapel will have a central theme but is often loosely structured to cover a wide range of topics. The emphasis is on prepared presentations by authoritative speakers, although the program format may vary to include discussion groups, demonstrations, and other activities.

On occasion, the administration will pre-empt classes, organizational meetings, or chapels for announced convocations. Required attendance at the announced convocations and chapels will be checked by the Academic Dean. The student will be permitted four (4) allowable absences each semester from required sessions. Unexcused absences in excess of allowables subject the student to disciplinary action.

The student having regular attendance will be awarded one (1) Continuing Education Unit (C. E. U.) per semester. The few students who may be unable to attend Chapel-Assembly because of schedule conflicts may substitute special study courses under the direction of the Academic Dean or his designate.

Clarke College is in compliance with the Family Educational Rights and Privacy Act of 1974.



## LIBRARY REGULATIONS

### USE OF THE LIBRARY

Rules and regulations are necessary to give all library users the same opportunities and privileges. Consideration for the rights of others in regard to taking care of library property, returning books on time, and not disturbing other readers show a fine sense of courtesy and good citizenship.

Who May Use the Library. Any registered student, faculty member, or staff member may use the library collection. Each person signs for his own book and is responsible for the return of it. No one person may have out more than four books on a subject, and on a total of three different subjects. Books must be returned on the date due. If a book should be overdue or lost, the matter should be attended to promptly. Fines should be paid upon return of the book.

Circulation. All books taken from the building must be charged out at the Circulation Desk at the front of the library. All books must be returned to the same desk. Periodicals, reference books, and rare books do not circulate. Most other books circulate for a two-week period, and those not in demand may be renewed by applying in person. Books cannot be renewed by telephone. The date the book is due is stamped on the charge slip in the book at the time it is checked out. Reserve books are used in the library until thirty minutes before closing time. They may circulate for overnight use but must be returned by 9:00 A.M. the following school day.

Fines. On books checked out of the library collection for a two-week period, the charge will be five cents a day if the fine is paid when the overdue book is returned, and ten cents a day if the fine is not paid at the time the book is returned. The fine on reserve books will be ten cents for the first hour and ten cents for each hour the book is overdue thereafter.

Lost Books. If a student loses a book, he should report the loss immediately to the Circulation Desk. If the publication cannot be found within a reasonable length of time, the price of replacing the book plus 50¢ cataloging will be charged.

Mutilated Books and Other Publications. Mutilation of library materials is a serious offense, and is a matter of administrative disciplinary action. Books and other library materials are private property of Clarke College and students guilty of their mutilation are subject to the provisions for serious disciplinary action.

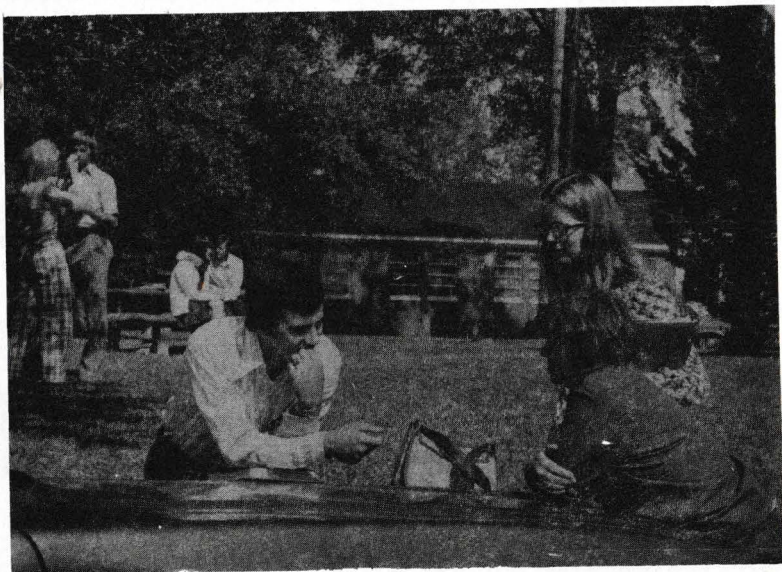
Clearing Students' Library Records. All records must be cleared seven days before final examinations. This is a DEADLINE, not a suggested date. Penalties, when not paid in the library, will be collected by the Business Office for lost and/or overdue books. The penalty will be a heavy one. The day after the date due, a list of overdues and fines will be sent to the Business Manager for collection. A receipt must be presented to the faculty member in charge of one's class before examinations can be taken.

Courtesies That Should Be Observed. The ordinary courtesy which one would expect from ladies and gentlemen should be observed while in the library. Since the library is a place for study, there should be no talking and visiting. FOOD AND BOTTLED DRINKS ARE NOT



TO BE BROUGHT INTO THE BUILDING. Paper should be put in the wastebaskets. Opening and closing of windows and arranging of the bulletin boards should be left to the library attendants. Since the library is a place of study, absolute QUIET is expected of the patrons at all times.

Library Hours. Library hours are posted in the library.



## STUDENT ORGANIZATIONS AND ACTIVITIES

Students will find opportunities for spiritual, professional and social growth through participation in the student organizations and clubs. Many activities are planned for the personal benefit of the student.

Student Body Association. A student government association cooperating with the faculty and administration to establish a closer union, to encourage more student participation in school activities, to develop and encourage student leadership, and to provide a student forum concerning student life at Clarke College.

Student Body Constitution. The Student Body Association, composed of all students, annually elects a student body president and other officers to promote student welfare, to support the policies and objectives of the College, and to train in the principles of democratic procedures.

### Article I - General Organization

1. The name of this organization shall be the Student Body Association of Clarke College.
2. The Executive Committee composed of the officers of the Association (President, Vice-President, Secretary-Treasurer) and representatives elected from the classes shall be known as the Student Council.

### Article II - Purpose

The purpose of the organization shall be:

1. To promote a continuous exchange of ideas



and opinions between the students, faculty, and administration.

2. To emphasize the responsibilities and the individual rights of students as citizens of a democratic society.
3. To cooperate with the administration in promoting the regulations and policies of the school.

#### Article III - Membership

##### Section 1.

All regular enrolled students of Clarke College shall be members of the student association and shall have free power of voting.

##### Section 2.

- (1) The officers of the Student Council shall be the President, Vice-President, Secretary-Treasurer.
- (2) Two representatives from the Women's Residence (1 sophomore and 1 freshman).
- (3) Two representatives from the Men's Residence (1 sophomore and 1 freshman).
- (4) Two representatives from students not living in Residence Halls (1 sophomore and 1 freshman).
- (5) A faculty advisor and the Chairman of the Student Personnel Committee.

#### Article IV - Meetings

Regular meetings of the Student Council shall be held twice each month. Special meetings may be called by the President or by request of the Council.

#### Article V - Amendments

The Constitution and By-laws may be amended by a two-thirds vote of the Student Association of those present and voting, provided a quorum is present and provided the proposed changes have

been submitted to the entire Student Association by public announcement at least one week prior to the time the amendment is voted upon. The amendment must also be approved by the College President.

#### BY-LAWS

#### Article 1 - Officers and Committees

##### Section 1. Duties of Officers and Committees

- (1) The President shall preside over all meetings of the Association and the Council. He shall appoint necessary committees and shall be a member of the Student Personnel Committee.
- (2) The Vice-President shall preside in the absence of the President and serve as chairman of the social committee. If the position of President becomes vacant, the first Vice-President shall be elevated to that office and a new Vice-President elected. The Vice-President shall serve as parliamentarian at the council meetings.
- (3) The Secretary-Treasurer shall serve as chairman of the election committee, keep a record of all Student Council meetings, keep accurate records of all finances, and when authorized by the Council, shall disburse funds.
- (4) The Elections Committee, composed of two students, the faculty advisor, and the Chairman of the Student Personnel Committee, shall announce campus-wide elections, receive all nominations, check eligibility of all proposed nominees, have



ballots printed, provide voting facilities, count the votes, make known the results, and enforce the election regulations.

## Section 2. Eligibility of Officers

To be eligible to hold office on the Council, students must have at least a "C" average and must have no serious disciplinary action on record or pending. No person shall hold more than one elected position.

## Article II - Election of Officers

Election of officers of the Association shall be under the supervision of the Student Council and the Elections Committee. The Council and Election Committee shall prescribe the time and manner of election of officers of the Association.

The representatives to serve on the Student Council shall be elected annually by their respective groups the third week of the fall semester.

The Student Council shall elect annually a member of the faculty to serve as faculty advisor.

## Article III - Quorum

A quorum of the Student Body Association shall consist of sixty percent of its membership. A quorum of the Student Council shall consist of seventy-five percent of its membership.

## OTHER ORGANIZATIONS

Every student is encouraged to join one, but not more than two, of the secular organizations and to be faithful to those he selects. Each campus club or society must have a faculty sponsor who serves as an advisor in the activities of the organization. The

financial affairs of the student organizations are under the direction of the Business Office and reports may be made to the Business Office upon their request.

Baptist Student Union (BSU). This is the coordinating agency for the voluntary religious organizations and activities on the campus. The program is Student-Led, Christ-Centered, Church-Related.

Membership in any of the unit organizations, which include the Ministerial Association (MA), the Baptist Young Women (BYW), Baptist Women (BW), Ministers' Wives Fellowship (MWF), Fellowship of Christian Athletes (FCA) and the Youth Teams, or the local Baptist churches, automatically makes the student a member of the BSU. The officers of these unit organizations make up the Baptist Student Union Executive Council. The Baptist Student Union is under the direction of the BSU Director and is correlated through the executive council.

In addition to the organizations of the local Baptist churches, the following are unit organizations:

1. MINISTERIAL ASSOCIATION--The Clarke College Ministerial Association ranks among the oldest and strongest campus organizations. The Association meets bi-monthly and seeks to foster a cordial spirit of fellowship among the student preachers and promotes various practical religious activities.

2. BAPTIST YOUNG WOMEN--The BYW is a vital part of the religious and social life of the campus. Its membership is made up of the unmarried women students. Programs are taken directly from materials printed for that purpose by the Woman's Missionary Union of the Southern Baptist Convention.



3. BAPTIST WOMEN--A well organized Baptist Women's group, which is a part of Baptist Women of the First Baptist Church, Newton, Mississippi, functions on the Clarke College campus. Girls in Action and Mission Friends offer opportunities for all of the younger children to participate in missionary training. Regular meetings are held for all of these organizations and special study courses are scheduled at frequent intervals.

4. MINISTERS' WIVES FELLOWSHIP--Once each month the wives of ministerial students meet for a period of study and fellowship. Varied programs consist of: (1) Lectures by guest speakers; (2) Book reviews by the students; (3) Practical discussion periods; and (4) Social periods featuring a program built on a seasonal theme.

5. YOUTH TEAMS--This organization includes both men and women students who voluntarily go to churches in small groups for the purpose of witnessing for Christ. Each team generally consists of a preacher, a music leader, and instrumentalist, and a person to bring personal testimony or special music. The team conducts Sunday services, weekend meetings, and youth fellowships.

6. The Mississippi Baptist Student Department and The Southwide National Student Ministries provide additional programs for Christian growth-Leadership Training Conference, BSU Convention, Student week at Ridgecrest, Glorieta, Student Missions Conference, held on a Seminary Campus.

Athletics. Varsity sports are a vital part of student life. The CC athletic team, called the Panthers, competes in baseball. Participants in varsity sports may receive one semester hour credit, provided they register for physical education classes.

Intramurals. For the fun of it, CC offers intramural activities and sports, including touch football, basketball, volleyball, softball, tennis, table tennis, badminton, and horseshoes.

Fellowship of Christian Athletes. This organization attempts to confront athletes and coaches, and through them the youth of our nation, with the challenge and adventure of following Christ, participating in His church and serving Him through their vocations.

Ensembles. Students may audition for membership in the CC-ettes for women and the CC-aires for men. These groups sing by invitation in the various churches in the state and for programs sponsored by other organizations. One semester hour is given for participation.

Concert Choir. This is a select organization open to all students by audition, but limited to a balanced voicing. This group represents CC on an annual tour, television appearances, festivals, conventions, and other programs. One semester hour is given for participation.

College Publications. A student staff is responsible for the contents, editing, and promoting of the TRACES, an annual pictorial record of the school year. Other items of interest are presented in the Voice, a newspaper published quarterly by the Public Information Office and made available to students, alumni, and friends of the College.

The Association of Men and Women Students. The purpose of this organization is to deal effectively with matters concerning students in the residence halls; to promote understanding between the students, the faculty, and the administrative officials; to govern within the limits of the established policies of the residence halls;



to cooperate with the Resident Advisors, who will serve as advisors to the council of the association.

### SPECIAL INTEREST ORGANIZATIONS

1. MUSIC CLUB--Sponsored by the music faculty, the club is a student chapter of the Music Educators National Conference, and is made up of students who are interested in Music Education.

2. STUDENT EDUCATION ASSOCIATION--(The Bessie Kent Chapter). Students who are interested in any phase of education either as a possible career or for other causes, are welcomed in the Student Education Association (SEA).

3. SCIENCE CLUB--Students interested in any of the science fields are encouraged to participate in the activities of the Science Club.

4. LITERARY SOCIETY--The Athenian Literary Society, sponsored by the English faculty, is designed for participation in and enjoyment of traditional and current phases of English.

Honors and Awards. The following honors and awards are representative of the interest taken by the College in students displaying outstanding qualities:

Academic--The HONOR ROLL is published after the close of each semester. Students who have made a quality point average of 4.0 are placed on the President's List. Those with an average of 3.30 to 3.99, inclusive, are placed on the Dean's List. In order to be on the HONOR ROLL one must carry a minimum of fourteen hours of academic work for the semester.

Graduation--Students who graduate with a quality point average of 3.70, or above, are designated as graduating with SPECIAL HONORS; those with a quality point average of 3.20 to 3.69, inclusive, are designated as graduating with HONORS. These computations are made on the basis of the quality points earned at Clarke College. The quality point average earned elsewhere may not be counted toward graduation honors, but, if lower, will reduce the average earned here.

Athletic--Awards are given to those who have satisfied the athletic requirements of the College. Special individual awards and recognition may be given during a special awards program at the close of the spring semester.

Superlatives--The best way to be a superlative at election time is to be one every day. It is a great honor to be given the title of:

MR. CC (Sophomore, with at least 3.00 GPA)  
MISS CC (Sophomore, with at least 3.00 GPA)  
SOPHOMORE CLASS FAVORITE (4)  
FRESHMAN CLASS FAVORITE (4)  
MOST BEAUTIFUL  
BEAUTY (4 women) ESCORT (4 men)  
MOST INTELLECTUAL (Man and Woman)  
MOST ATTRACTIVE HOMEMAKERS  
MOST COURTEOUS (Man and Woman)  
MOST TALENTED (Man and Woman)

To be eligible for a superlative, a student must be enrolled at Clarke for at least his second semester. Students on academic and/or disciplinary probation will not be eligible for a superlative. No student is eligible for more than two superlatives.



Dress for the beauty pageant is under the direction of the annual sponsor or some member of the faculty selected by the sponsor.

Nominations for superlatives are taken from the student body during assembly, qualified by the Elections Committee, and presented for election by the total student body.

Scholarship and Citizenship Awards--Twenty-five or more awards, ranging from \$100 to \$200, are presented at the close of each year to deserving and outstanding freshmen. These awards are fully described in the College catalog.



## GENERAL RULES AND REGULATIONS

"The more self-discipline one shows the less is the need for regulations to be imposed upon him."

It is assumed that every student enrolling in Clarke College agrees to conduct himself in a manner conducive to the ideals and traditions of the College.

Any student in violation of the regulations and policies of the College is subject to disciplinary action.

1. No student shall cheat, steal, gamble, drink or possess alcoholic beverages or drugs, or be guilty of immoral conduct.

2. Smoking is discouraged. Men students are not permitted to smoke anywhere except in dormitory rooms. Smoking by young women is not permitted in any area.

3. Physical abuse of any person which causes physical or mental suffering or which threatens or endangers the health or safety of any person is not permitted.

4. Request for use of facilities by campus organizations and for extra-curricular activities must be made to the person in charge of the facility.

5. Request for use of facilities by outside organizations shall be made to the office of the President or the Academic Dean.



6. Any social function must be cleared on the office calendar in the office of the Academic Dean one week prior to the activity.

7. No social activities are scheduled during exam periods.

8. A student under academic probation cannot represent the College in any activity.

9. A student on disciplinary probation may not hold an elective office or represent the College.

10. The College reserves the right to make any and all necessary investigation--including an inspection of any residence or living quarters on College property--pertaining to the alleged violation of the above regulations.

11. Parents and guardians will be notified of any disciplinary action taken regarding their dependent.

12. Student Dress. Appropriate socially accepted standards of dress and personal grooming are expected at all times. Sportswear is not acceptable dress to regularly scheduled classes, to events in the Fine Arts Building, in the Administration offices or anywhere on the campus on Sunday.

13. The College absolutely prohibits the possession of firearms or fireworks on the campus or in any building thereon. Upon prior approval the Resident Advisor at his or her discretion may extend safekeeping services of hunting firearms. UNDER NO CIRCUMSTANCES SHOULD FIREARMS BE TAKEN TO A STUDENT'S ROOM.

## RESIDENCE HALL REGULATIONS For Men and Women

1. All dormitory assignments are made by the resident advisors. Upon arrival, students must obtain a room key from the resident advisor by paying a key deposit of \$1.00 which will be refunded when the key is returned.

2. Before any room reservation is made for a new student a \$25.00 reservation deposit must be paid to the Business Office. This deposit will be refunded, upon request, if the room is found in satisfactory condition at the end of the year.

3. Dormitories will open and close as announced in the current College catalog. Students must not plan to enter the dormitories prior to the official opening and make plans to be out by the announced closing hour.

4. Clarke College does not provide housing for students during the time the dormitories are closed for holidays. The student is responsible for making arrangements for his housing well in advance of the closing of the dormitory. Occupants may not leave items in their rooms during summer vacation.

5. The resident advisors will hold scheduled dorm meetings which all residents are required to attend.

6. The occupants of a room in the residence halls are financially responsible for all property that is part of the room. Residents will be held accountable for any damage that occurs while living there.



7. Room decorations, such as pictures, pennants, and calendars, may be posted only in such manner as to avoid damage to walls, doors, etc.

8. In the event of general willful damage, for which no particular person can be held responsible, a general assessment may be levied against all the occupants of the dormitory on a pro rata basis.

9. Nothing may be placed, hung, or displayed in a dormitory window. Shades and blinds must be pulled down or closed after dark if the room is lighted.

10. Running, wrestling, scuffling and similar activities are not permitted in the dormitories.

11. Reasonable quiet that is conducive to study and sleep must be observed at all times. Radios and record players or other musical instruments may be played so long as they do not disturb others. They must be played softly and may not be placed in or near a window or door.

12. Pets and other animals are not permitted.

13. No cooking is permitted in dormitory rooms. Electrical appliances, with the exception of popcorn poppers and coffee makers, may not be used in the rooms.

14. Food kept in dormitory rooms must be kept in containers with tight-fitting lids.

15. The resident advisors must give permission for overnight guests to remain in the dormitory. Students are responsible for the conduct of their guests.

16. All persons, other than regularly assigned students and guests of the College, will be charged a

room fee of \$1.00 per night. Persons availing themselves of this service will provide their own linens.

17. The student is responsible for taking every precaution possible to insure the safety of his property. Doors should be locked when occupants are out of the rooms.

18. Students should not leave money or other valuables unguarded and should never keep large amounts of money in the room. Clarke College is not responsible for any property lost or stolen in the dormitory or on the campus.

19. Clarke College reserves the right of its authorized personnel to enter any room for the purpose of inspection and/or maintenance.

20. Any student who does not report to the resident advisor before moving out of the dormitory will lose his room deposit.

21. A citizenship record is kept on file in the offices of the resident advisors. This record often serves as a source of information when requests for recommendations are sent to the advisors.

22. The accumulation of disciplinary reports will affect the citizenship record. The nature of the problem reported will determine whether it is handled by the dormitory council, resident advisor, or is referred to the administrative disciplinary committee.

23. Complete dormitory regulations will be provided by the resident advisors. All student rooms are subject to inspection at all times. Students are required to keep their rooms in a neat, clean, and orderly manner.



## RESIDENCE REGULATIONS FOR MEN RESIDENTS

1. All male students are expected to abide by the general rules and regulations stated in this handbook.
2. Residence Proctors are students selected to assist the Resident Advisor in maintaining a well-regulated dormitory. These officers are entitled to respect and cooperation.
3. Women may not enter the men's living areas of the dormitory except by specific permission of the Resident Advisor.
4. The College absolutely prohibits the possession of firearms or fireworks on the campus or in any building thereon. Upon prior approval the Resident Advisor at his discretion may extend safekeeping services of hunting firearms. **UNDER NO CIRCUMSTANCES SHOULD FIREARMS BE TAKEN TO A STUDENT'S ROOM.**
5. Road signs, warning flares and similar paraphernalia are not permitted in the dormitory.
6. Pictures, drawings, and other materials reflecting poor taste will not be permitted.
7. The Proctor and/or the Resident Advisor will inspect each student's room weekly. A student who neglects to keep his room in livable condition will be subject to disciplinary action.

## 8. Dormitory Study Hours:

Afternoon study hours are from 2:00 P.M. to 4:00 P.M. Evening study hours begin at 8:00 P.M. Monday through Thursday and remain in effect until 12:00 midnight. During this time no activity of any kind which would interfere with studying is permitted. No specific hours for study are designated for Friday evening, Saturday, and Sunday. Quiet hours will be observed, however, and excessive noise will not be tolerated at any time.

9. Any student whose conduct or habits are found to be in violation of or inconsistent with the policies and regulations of the College will be subject to disciplinary action.

## Penalty:

- a. Pink slips are given for minor infractions.
- b. The accumulation of three pink slips results in a white slip.
- c. After three white slips the student will be subject to disciplinary action.

## RESPONSIBILITIES OF DORM PROCTORS

1. To promote safety within the dorm and on the campus.
2. To promote harmonious human relations.
3. To cooperate with administration in assigned duties.
4. To work out small problems according to the proctor's own judgment.
5. To set the example in carrying out the rules in the STUDENT HANDBOOK and to see that all other students observe these rules.
6. To attend all dorm and proctor meetings.



## STANDARDS FOR RESIDENT WOMEN STUDENTS

The conduct at Clarke College is regulated by a code of policies and governed by principles.

Our aim is to maintain a wholesome and stimulating campus life--conducive to right living and favorable to study.

The regulations for resident women are prepared by the Resident Women's Council subject to the approval of the Resident Advisor and the College Administration. Each woman student is responsible for knowing and abiding by these standards which are designed to help her adjust to group living in the residence hall.

Each council member is elected by the resident women and is designated to serve as Hall Chairman on her floor. These officers are employed to assist the Resident Advisor and are, therefore, entitled to respect and cooperation from all resident women.

The residence is open at 1:00 P.M. the day before students are scheduled for school activities. Residence rooms are to be vacated no later than noon of the day following the close of the spring semester, and by 5:00 P.M. on the last day of classes before a holiday or vacation season.

Women students who do not live in or near Newton or with relatives are required to live in the Women's Residence Hall on campus.

## GENERAL PERMISSION

1. A general permission form is mailed to the parents or guardian of each young woman. They are asked to read and register their approval in regard to activities and means and conditions of travel for their daughter.

2. Permission to visit overnight in a home other than one's own will be granted only after an invitation for the specific event is received (by telephone or in writing) from the hostess. This invitation is to be mailed directly to the Resident Advisor. For frequent visits, a blanket invitation from the hostess is acceptable.

3. Special permission must be obtained from the Resident Advisor and from parents or guardians to spend the night off the campus Monday through Thursday.

Permission must be obtained from the Resident Advisor:

1. To spend the night in another girl's room.
2. To have an overnight guest in Residence Hall.

3. To bring a young man onto the floors of the Residence Hall. Men are not permitted on the halls or in the residence rooms except at the beginning or closing of school when heavy luggage is to be moved.

## REGISTERS

Signing Out and In is the responsibility of each individual student.

1. When leaving the campus, girls must sign the "Out" side of the card--state the day and time of departure, specific destination, companion, and expected time of return.



2. Young women are not to linger on campus during church hours.
3. When leaving the campus during church hours, girls are requested to attend church services.
4. Ten late minutes are provided each semester to be used at the girl's discretion. She will be subject to a penalty after these are used.

#### PENALTY FOR RETURNING TO THE RESIDENCE AFTER CURFEW

10 minutes	Grace period per semester
1-5 minutes late	1 rep (after grace minutes)
5-10 minutes late	2 reps
10-15 minutes late	3 reps
15-20 minutes late	4 reps
After 20 minutes	Penalty decided by Disciplinary Committee or Women's Council

#### FOR YOUR SAFETY

Young women walking to town at night should be in groups of three or more.

#### VISITING HOURS FOR MEN CALLERS IN THE WOMEN'S DORMITORY

Monday through Thursday . . . . .	5:30-10:00 P.M.
Friday . . . . .	5:30-12:00 P.M.
Saturday . . . . .	3:00-12:00 P.M.
Sunday . . . . .	12:30-11:00 P.M.

Exception: Church hours

Sunday, 6:00-8:30 P.M.

Wednesday, 7:00-8:30 P.M.

Monday through Friday, men students may come into the Women's Dormitory after 5:30 P.M. only.

#### DATING

1. Clarke College students are expected to maintain a high standard of conduct at all times. At no time should a student make public her private romance.
2. Young women should not sit in cars with young men on the campus. They should not date in unlighted or uninhabited parts of the campus or buildings--(vacant classroom and administration buildings or wooded areas beyond the campus.)

#### TELEPHONE

1. Students will not make or receive local telephone calls after 10:00 P.M. It is important for these hours to be reserved for long distance calls.
2. All telephone calls are limited to 10 minutes. Only emergency calls may be made or received after 12:00 P.M.
3. The office telephone and the Resident Advisor's phone may not be used at any time for personal calls.
4. The loud speaker is to be used only for the purpose of calling girls to the telephone or to the lobby. It is not to be used between 11:00 P.M. and 7:00 A.M. or before 10:00 A.M. Saturday.

#### CAMPUS ATTIRE

Young women should always dress in a manner in keeping with good taste for college students and be appropriately dressed for the time, occasion, and place. Your dress reflects you, your college, and your ideals.



1. Pants suits, coordinate pants with appropriate shirts or blouses may be worn to classes, on campus, and to other college activities.

2. On Sunday pants outfits may be worn only after 1:30.

3. Shorts may be worn on the back campus for activities and outings which require such attire.

4. Sportswear, with the exception of crop tops, halter tops, short shorts, extremely abbreviated culottes and skirts, and uncovered bathing suits, may be worn--

Monday-Friday . . . . . After 4:00 P.M.  
Saturday . . . . . All Day.

5. Acceptable sportswear may be worn to college athletic events, on approved outings and to college sponsored work projects and practice which require such attire.

6. During the designated times acceptable sportswear may be also worn in the Baptist Student Center, recreation hall, cafeteria, and gymnasium.

7. At no time may sportswear be worn to regularly scheduled classes, scheduled events in the Fine Arts Building or in the administration offices. Students are expected to wear shoes outside their own bedroom.

8. Girls should not come into the lobby of the Residence Hall wearing unacceptable sportswear or robes or with their hair rolled during the hours when the lobby is open to visitors. At no time should a girl leave the Residence Hall with her hair rolled.

9. No less than slips or pajamas are to be worn in the

halls at any time! No less than robes should be worn in the front foyer and in the hall on the ground floor.

### GUESTS

1. Overnight guests may be invited for visits on weekends.

2. Students who invite guests are responsible for them and should see that they observe the regulations and curfews of the residence and the campus.

3. It is thoughtful and courteous for students to introduce their dates, members of their families, and other visitors to the Resident Advisor.

### QUIET HOURS

1. Consideration hours are to be observed at all times. There should be no loud talking or laughing and no loud radio, television or record players. Radios and record players should never be placed in or near an open window.

2. Quiet hours are observed for study from 8:00 to 10:00 A.M., Monday through Friday. The piano and television are not played during these hours. Radios and record players must not be heard outside of the room.

3. Absolute Quiet is observed for study after 10:00 P.M. There must be no unnecessary noise and a minimum of visiting during these hours. Students are requested to remain in their rooms after 11:00 P.M.

4. The piano is not played after 10:00 P.M. Monday through Thursday or after 11:00 P.M. Friday, Saturday, and Sunday.



5. Occupants who are studying and do not wish to be disturbed may place a towel on the outside of their door. Anyone who breaks a towel will be penalized.
6. Each girl is responsible for reporting any infraction of the states policies.

#### ROOM CHECK

At residence closing hours, including weekends, every room will be checked by the Hall Chairman to see if the occupants are present. Each girl must be in her own room, not in any other part of the residence.

#### DEAD WEEK

*preceding scheduled tests*  
The week of scheduled tests and final examinations is observed as "dead week," with no social activities after 10:00 P.M. and a quiet atmosphere in the residence.

*of tests*  
SEMI-DEAD WEEK is observed the week preceding scheduled tests.

#### RESIDENCE HALL REGULATIONS

Residence Conferences and Hall Meetings are held periodically--attendance is required.

1. Students are not to engage in conversation from residence windows at any time. Screens are not to be opened at any time.
2. Young women are not to converse with young men beyond the lobby of the Women's Residence Hall. They must always be fully dressed when the lobby is open to visitors.

3. No furniture may be removed from any room, including the lobby, study room, guest room, or kitchen without permission of the Resident Advisor.

4. The office typewriter is to be used only by students working in the office.

5. Students may not move from one room to another without permission from the Resident Advisor.

6. Each student is responsible for notices posted on the bulletin board.

7. Pets or other animals are not allowed in or around the residence at any time.

8. Students should remember to turn off lights, fans and radios when leaving their room. Windows should be closed, doors locked, and heaters turned off when students leave on weekends or holidays.

#### ROOM CARE

1. Each student is responsible for the care of her room. Tacks, tape, or anything to mar the walls must not be used. Rooms should be cleaned daily and will be inspected during the morning hours, Tuesday through Friday. Trash must not be swept into the halls. 25 room points equals 1 reprimand.

2. Rooms may be checked periodically by the Resident Advisor.

3. Report needed repairs to the Resident Advisor.

4. The laundry room is open from 7:00 A.M. to 11:00 P.M.



5. Laundry must not be hung in the room where it will damage floors or furniture.
6. Water on the floor will mar the ceilings below. Girls are requested to report immediately any overflow or excess water spilled on the second and third floors.
7. Water fights in any form is considered a serious offense.
8. Food in students' rooms must be kept in covered containers.
9. Cooking appliances, except coffee makers and popcorn poppers, are not to be used in the students' rooms.
10. When a student moves from the residence, she will receive a clearance slip for room deposit refund if her room passes inspection:
  - a. Lavatories, medicine cabinets, baths and window sill must be clean.
  - b. Closets must be clean and free of decorations.
  - c. Desk and dresser drawers are to be empty and clean.
  - d. Floors are to be swept and mopped.
  - e. Walls and doors are to be free of pictures and posters.
  - f. Walls, floors and doors are to be free of unnecessary scars.

BY REGISTRATION, EACH STUDENT GOES ON HER PERSONAL HONOR TO OBEY ALL THE COLLEGE REGULATIONS. FAILURE TO CONFORM TO THESE REGULATIONS MAY RESULT IN A "CAMPUS, DISCIPLINARY REPORT, OR SUSPENSION."

## PENALTIES

1. The Residence Council members have the authority to issue penalties for violations of rules and regulations. Penalties may be in the form of reprimands, a weekend restriction, or a campus.
2. The nature of the problem will determine whether it is handled by the Council, the Resident Advisor, or is referred to the Disciplinary Committee.
3. A reprimand is given to a student for an infraction of a minor rule or regulation. A woman receiving a reprimand will be notified by the Council. An accumulation of 10 reps results in a weekend restriction.
4. A weekend restriction is a written notification given to the student stating that she must remain in her room without visitors or phone calls from 6:00 P.M. Friday until 6:00 P.M. Sunday.
5. A campus is a restriction given for a major infraction of regulations. The length of the campus is determined by the seriousness of the infraction. A detailed list of campus regulations is given to the offender.

## REPRIMAND OFFENSES

1. Failure to sign out or in as designated by regulations (for each infraction). . . . . 1 rep
2. Violation of special permission policies . . 1 rep
3. Incomplete information on the register . . . 1 rep
4. Misrepresentation as to destination on the register . . . . . 3 reps



5. Failure to sign weekend register by  
Wednesday noon . . . . . 1 rep
6. Failure to send parental notification card . 2 reps
7. Linger on campus during church hours . 1 rep
8. Allowing young men in the dormitory  
before designated hours . . . . . 1 rep
9. Over-display of affection (according to  
seriousness) . . . . . \_ reps
10. Sitting in cars with young men . . . . . 2 reps
11. Dating in off limit areas . . . . . 2 reps
12. Failure to observe telephone regulations . 2 reps
13. Failure to comply with dress standards . . 2 reps
14. Unnecessary noise at any time . . . . . 2 reps
15. Noise after 11:00 P.M. . . . . 3 reps
16. Absent from room for room check . . . . 1 rep
17. Talking out of window . . . . . 1 rep
18. Failure to attend dorm meetings . . . . . 1 rep
19. Removing furniture from any room  
without permission . . . . . 1 rep
20. Accumulation of 25 room points . . . . . 1 rep
21. Engaging in water fights . . . . . 4 reps

22. Moving to another room without  
permission . . . . . 2 reps
23. Impudence (according to seriousness) . . . . . reps

ANY INFRACTION OF REGULATIONS FOR WHICH A PENALTY IS NOT STATED WILL BE DEALT WITH BY THE RESIDENCE COUNCIL AND THE DISCIPLINARY COMMITTEE.

Action taken by the Council is subject to the approval of the Resident Advisor or the Chairman of the Student Personnel Committee, who may determine penalties in the event the Council does not assume the responsibility of carrying out disciplinary policies.

#### QUALIFICATIONS OF WOMEN'S COUNCIL OFFICERS

1. Shall have attended Clarke College for two semesters.
2. Shall have an overall "C" average.
3. Shall have a good conduct report from the present council and shall be nominated by the council.
4. Shall be elected by a majority of the freshman resident members voting by secret ballot.

DUTIES: Each council member shall serve as hall chairman or vice-chairman on her floor.

PRESIDENT: (1) Shall preside at all Council meetings. (2) May call special meetings of the Council in conjunction with the Resident Advisor, and preside accordingly. (3) Shall preside over the Woman's Executive Council and call special meetings when deemed necessary. (4) Shall appoint committees to carry out house functions.



**VICE-PRESIDENT:** Shall serve as chairman of the program committee and assume the duties of the President when she is absent.

**SECRETARY:** The duties of the Secretary are to record the proceedings of all residence and council meetings. She shall obtain a roster for roll check at house meetings.

**TREASURER:** The treasurer shall prepare and keep a record of the financial proceedings of the council, be in charge of collecting all fees, and take care of other financial matters.

**DEVOTIONAL CHAIRMAN:** The Devotional Chairman shall be in charge of all devotions in the residence and the Council meetings.

**SOCIAL CHAIRMAN:** The Social Chairman shall promote Christian fellowship and social graces within the residence. She shall be responsible for planning and directing the social activities.

**HOSPITALITY CHAIRMAN:** The Hospitality Chairman shall be aware of any illness or death in a residence family, take care of thank you notes, flowers, other correspondence and post birthdays of the residence women.

**CIVIC CHAIRMAN:** The Civic Chairman promotes physical and personal cleanliness. This applies to persons, buildings, and campus. She shall be in charge of the clean-up detail for residence social affairs.

## THE DUTIES OF THE HALL CHAIRMEN SHALL BE:

1. To act as authority on her floor in matters of conduct dealing with all unnecessary noise and to be responsible for all irregularities after the last bell at night.
2. To maintain quiet on her floor, especially during study hours and after the last bell at night.
3. To report immediately any irregularity which she cannot handle to the Resident Advisor.
4. To check halls after the last bell at night. Each chairman must keep an account of the whereabouts of the women on her floor and report any absentees to the Resident Advisor.





# SING TO CLARKE

John S. Compere

J. S. C.

Joy - ful - ly we sing to Clarke. Scene of man - y hap - py days  
 Grate - ful - ly we sing to Clarke; Pledge our love and loy - al - ty

With the glow of fel - low - ship, Bright - ning all our ways;  
 Hold - ing high the light of Truth, Truth which makes men free;

Friends and com - rades old and new, Blend in mem' - ry's gold - en hue  
 For the vis - ion clear and sure, For the faith which shall en - dure.

Ties of love so strong and true, Joy - ful - ly we sing to thee.  
 For the cour - age to be pure, Grate - ful - ly we sing to thee.

